

# **GUIDELINES FOR PREPARING CONSULTANT PROPOSALS FOR DEPARTMENT OF HAWAIIAN HOME LANDS PROJECTS**

The purpose of these guidelines, developed by the Department of Hawaiian Home Lands (DHHL) – Land Development Division, is to help assure fair and proper evaluation of consultant proposals by standardizing the format and content. This standardized format should reduce the time required for consultants to prepare proposals, and simplify the review process by DHHL personnel.

In order for DHHL's consultant screening committee to evaluate each proposal properly, it is very important each submittal be clear, concise, and prepared in accordance with the recommended format. Please tab the various sections in the submittal for easy reference. A maximum total of 100 points is available for each proposal. Available points, and allowable pages, for each section are indicated in the following table.

## **PROPOSAL FORMAT REQUIREMENTS**

The proposal shall be limited in length as shown below:

<b>Criteria</b>	<b>Points</b>	<b>Max. No. of Pages</b>
Introductory letter, number of years in business, references and office locations		2
Experience and professional qualifications relevant to this project, including the identification of the key personnel that will be assigned to this project.	31	2
Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies.	30	2
Capacity to accomplish the work in the required time.	29	2
Anticipated concepts and alternative methods for furnishing the required services.	10	2
<b>MAXIMUM TOTAL</b>	<b>100</b>	<b>10</b>
Appendix: Resumes of key personnel		1 pg/person Max.
Appendix: Company Brochure (optional)		

The number of pages per consultant proposal must not exceed the number of pages per criteria, or the maximum total indicated in the table above. The title page, table of contents, tabs, and appendices are excluded from the maximum total pages. A page is considered to be letter size, printed on one side, single-spaced, with characters no smaller than 12 point (Times New Roman font, or similar, preferred). Any proposal exceeding the maximum page limit receives a 5-point penalty for each page over the limit.

After the selection letter has been received by the consultant, any change in key personnel or sub-consultants will require written approval by the State.

# **PROPOSAL EVALUATION CRITERIA FOR CONSTRUCTION MANAGEMENT SERVICES**

The criteria presented below will be used for evaluating proposals from interested consultants. The consultant receiving the highest total score will be the top ranked consultant for the project. If the total score of two or more firms are equal, past performance will be the governing criteria.

## **1. Experience and professional qualifications relevant to the project.**

If a construction engineer is required, the construction engineer shall be experienced in managing the construction of projects of similar nature and scope, and shall be a professional engineer licensed in the State of Hawaii.

Resumes of the construction engineer and/or construction inspector must be included in the proposal.

## **2. Past performance on projects of similar scope for government and public agencies, or private industry, including corrective actions and other responses to notices of deficiencies.**

The consultant shall include a list of similar construction projects that the consultant successfully managed and/or inspected. The list should identify the following:

- Project name, location, year completed and scope
- Contact name and phone number
- Successful project elements
- Project challenges and how they were overcome
- Lessons learned that can be applied to this project

## **3. Capacity to accomplish the work in the required time.**

The consultant must demonstrate that sufficient knowledgeable staff is available, experienced, and capable of performing the work.

The consultant proposal shall contain a list of current DHHL projects. The list should identify the following:

- Project name and location
- Start date and estimated completion date
- Key team members proposed for this project presently assigned to a current project

## **4. Anticipated concepts and alternative methods for furnishing the required services.**

The consultant shall indicate any anticipated concepts and alternative methods that would be used to perform the required services. Proposals should include anticipated concepts to complete the project, and should present any modern and/or cost-effective methods or special project related techniques that would benefit the project.

In accordance with the Brooks Act (U.S.C., Title 40, Chapter 11, Section 1103), written or verbal discussions will be conducted by DHHL after proposals are received, if projects are funded in whole or in part with Federal funds.

## CERTIFICATION OF NON-EXCLUSION

<b>Date:</b>	
<b>Name of Prime Consultant Firm:</b>	
<b>List of Sub-Consultants Proposed for the Project:</b>	
<b>Certification:</b>  I certify that my firm and its principals, and the sub-consultant firms proposed for this project and their principals, are not currently excluded by the State of Hawaii or the Federal Government from providing the services to be furnished for the proposed project, and that none of the parties listed herein appear on the following suspension or debarment lists:  Hawaii State Procurement Office Circulars Federal Government Excluded Party Listing System (GSA List) Current Suspensions/Debarment Actions List by FHWA	
_____ Name of Officer and Title	
_____ Signature of Officer	_____ Date